

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS15321315</u>	DATE POSTED: <u>06/30/21</u>
POSITION NO: <u>930967</u>	CLOSING DATE: <u>07/14/2021 by 5pm</u>
POSITION TITLE: <u>Principal Social Service Representative</u>	
DEPARTMENT NAME / WORKSITE: <u>NDSS / Department of Family Services / Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BJ62A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>37,709.28</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>18.06</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Performs Social Work duties in the areas of adult and elderly protective services. Provides services that promote client self-determination and enhance welfare with the least restrictive alternatives consistent with the client's need for services. Conducts home visits with clients in their homes to investigate allegations of abuse / neglect of the elderly person. Conducts a full range of assessments to address the client's immediate safety needs. Conducts interviews with all persons involved on the case. When necessary, provides short-term services, which includes investigations for court services for adult / elderly legal guardianship petitions. Works closely with health care providers, law enforcement, the judicial system, behavioral health agencies, and a wide range of community agencies to address the immediate needs and to prevent continued abuse, neglect, or exploitation of adults who don't have the capacity to protect themselves. Evaluates client information concerning client's mental health, physical health, emotional health, psychological health functioning, identify immediate dangers and risk of danger. Interviews clients, family, and professionals. Assesses client support system. Visits client regularly for ongoing assessment of client's needs and safety. Makes findings, based on facts, regarding incapacitation, dependency, and risk of danger. Responds to crisis situations to protect client(s). Refers clients to appropriate services, negotiates for and coordinates services on behalf of the client. Advocates for service provision. Locates resources for placement in alternative living arrangements. Facilitates family/group conferences. Collects and compiles social case history. Maintains accurate case records of assessment, activities, and plans, write summaries, reports, letters and memorandums.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Services, Sociology, Social Work, Psychology or related field; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledgeable of geriatrics. Must be computer literate. Knowledgeable of confidentiality standards and the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Knowledgeable about client services principles. Must obtain a Navajo Nation Operator's Permit within 90 days of date of hire. Skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts and techniques; skill in interacting with and engaging clients from various culture, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies. Fluent in both the Navajo and English languages. Willing and able to learn how to use the case management database. Work effectively with Law Enforcement officials, and other professionals. Ability to work independently and with limited supervision while enforcing established policies and procedures. Learn and adhere to Division and Department policy.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.